

Classification Class. ☐

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Classification Code: TS S

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24 July 1958

Date: 13 MAR 1978

MEMORANDUM FOR: Director of Training

SUBJECT: Weekly Report #29
Assessment and Evaluation Staff
16-22 July 1958

3. A meeting was held between Chief, A&E [redacted] concerning the possibility of a try-out of the "In-Basket" test in the Management Course, both from the view-point of seeing how good a training problem it would be, and from the stand-point of collecting further information about it which would help in its development. [redacted] agreed that the device seemed promising and they would be willing to try it out in some of the Management courses this fall.

4. [redacted] reviewed a revised training evaluation format with CC/OS [redacted]. The new report, together with a companion course outline prepared by [redacted] provides an information package which should be of considerable value in explaining training capabilities to requesting officers, and in reporting student accomplishment. It is much more effective than earlier reports in showing what the training covers, how long it takes, and what is required for successful performance.

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5. OC #6 evaluations were prepared for release in accordance with the new procedures for "Assessment handling" of the narrative material. A check revealed that DD/P offices had not been informed of the procedural change. All Staff Training Officers concerned with OC #6 were therefore alerted by phone, and a brief memorandum announcing the change and the handling required accompanied each evaluation. Reaction to the change has ranged from neutral to enthusiastic; no complaints so far.



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Chief, Assessment and Evaluation Staff

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